

M I N U T E S



MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES

NOVEMBER 06, 2025

THE MEETING NOTICE HAS BEEN ADVERTISED IN COURIER NEWS AND HOME NEWS
TRIBUNE ON JULY 3RD, 2025.

MIDDLESEX COUNTY STEM CHARTER SCHOOL

613 Carlock, Perth Amboy NJ 08861

Tel: 848-242-1818

www.middlesexcharter.org

BOARD OF TRUSTEES MEETING

Date: November 06, 2025, 6:30 PM

Place: 351 Mechanic Street, Perth Amboy, NJ 08861

OPEN PUBLIC MEETINGS ACT STATEMENT

In accordance with the “Open Public Meetings Act” P.L. 1975, c. 231 (Sunshine Law), the schedule and notification of this meeting have been published on Courier News and Home News Tribune on July 3, 2025.

Mission Statement

The mission of the Middlesex County STEM Charter School is to provide rigorous science, technology, engineering, and math curricula in a diverse and nurturing environment to spark students’ interest at early ages in STEM careers.

AGENDA

I. Roll Call

The Board of Trustees Meeting of the Middlesex County STEM Charter School is called to order at 6:32 pm. The Board reserves the right to act on any or all agenda items.

Moved by Ms. Tonya Heyward, seconded by Mr. Anthony Attanasio to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE

Absent: Mr. Dave Vitali, Ms. Melissa Corraliza

Resolution 251106.1 is adopted unanimously.

Roll Call by:

Trustee	Position	Term Expires	Attendance
Mrs. Jackie Lewis	President	June 30, 2027	PRESENT
Mr. Anthony Attanasio	Vice President	June 30, 2026	PRESENT
Mr. David Vitali	Member	June 30, 2027	EXCUSED
Ms. Melissa Corraliza	Member	June 30, 2026	EXCUSED
Ms. Tonya Heyward	Member	June 30, 2026	PRESENT

Also Present:

Member	Position	Attendance
Dr. Namik Sercan	Chief Education Officer	PRESENT
Ms. Fiona Daubon	Business Administrator/Board Secretary	PRESENT

Dr. Tasha Mosconi	Director of Curriculum	PRESENT
Ms. Asli Cebe	Director of Operations	PRESENT
Mr. Michael Saulnier	Director of Student Support Services	PRESENT

II. Acceptance of Agenda

BE IT RESOLVED, Middlesex County Stem Charter School Board of Trustees approves the Board Meeting agenda.

Moved by Mr. Anthony Attanasio, seconded by Ms. Tonya Heyward to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE

Absent: Mr. Dave Vitali, Ms. Melissa Corraliza

Resolution 251106.2 is adopted unanimously.

III. Acceptance of Minutes

BE IT RESOLVED, Middlesex County STEM Charter School Board of Trustees approves the Regular Board Meeting Minutes for September 30, 2025 as presented in [Appendix A](#)

Moved by Mrs. Jackie Lewis, seconded by Mr. Anthony Attanasio to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE

Absent: Mr. Dave Vitali, Ms. Melissa Corraliza

Resolution 251106.3 is adopted unanimously.

IV. Board Matters

i. Next Board Meeting: Tuesday December 16, 2025

V. Board Policy

i. BE IT RESOLVED, that the Board approves the **second reading and adoption** of the revised regulation R 5516 Use of Electronic Communication or Recording Devices as detailed in the attached hereto and made a part of the minutes. [Appendix B](#)

Moved by Ms. Tonya Heyward, seconded by Mrs. Jackie Lewis to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE

Absent: Mr. Dave Vitali, Ms. Melissa Corraliza

Resolution 251106.4 is adopted unanimously.

VI. Chief Education Officer's Monthly Report – Dr. Sercan

1. CSP Update
 - a. Enrollment
 - b. Implementation II Budget Submitted

VII. Public Comments

The Board President or designee opens the public comment session on any topic. Each person is limited to speaking for a period of three (3) minutes and will be asked to give their full name, spell their last name and provide their address. The Board President or designee closes the public comment session on any topic.

- Parent- discussed incident related to the student code of conduct

VIII. Designations, Discussion and Action Items

a) **Authorization to Initiate a Competitive Contracting Process for Custodial Cleaning Services**

WHEREAS, pursuant to N.J.S.A. 18A:18A-4.1 et seq., a public school may use competitive contracting in lieu of public bidding for certain specialized goods and services, including custodial services; and

WHEREAS, the Middlesex County STEM Charter School Board of Trustees has determined that the use of competitive contracting is in the best interest of the school for procuring cleaning services due to the specialized nature of the work and the need to evaluate proposals based on factors in addition to cost;

NOW, THEREFORE, BE IT RESOLVED that the Middlesex County STEM Charter School Board of Trustees hereby authorizes the use of the competitive contracting process for the solicitation and award of a contract for custodial cleaning services, in accordance with N.J.S.A. 18A:18A-4.1(k) and N.J.A.C. 5:34-4 et seq.

Moved by Mrs. Jackie Lewis, seconded by Ms. Tonya Heyward to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE

Absent: Mr. Dave Vitali, Ms. Melissa Corraliza

Resolution 251106.5 is adopted unanimously.

b. Snow Plowing Services

WHEREAS, proposals were solicited from six (6) companies to provide snow plowing services for the Middlesex County STEM Charter School facilities for the 2025-2026 school year; and

WHEREAS, two (2) companies were unable to take on additional accounts, one (1) company was unresponsive and three (3) companies submitted proposals for consideration; and

WHEREAS, after evaluating the proposals submitted, AFS Solutions of Bridgewater, New Jersey, was determined to offer the most competitive pricing while meeting the specifications outlined in the solicitation as presented in [Appendix C](#);

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Middlesex County STEM Charter School, that:

1. The proposal submitted by AFS Solutions of Bridgewater, New Jersey, for snow plowing services is hereby accepted.
2. The Board authorizes the Business Administrator to execute a contract with AFS Solutions for the provision of snow plowing services in accordance with the terms of their proposal and applicable laws.

Moved by Ms. Tonya Heyward, seconded by Mr. Anthony Attanasio to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE

Absent: Mr. Dave Vitali, Ms. Melissa Corraliza

Resolution 251106.6 is adopted unanimously.

c. Memorandum of Agreement with Law Enforcement

WHEREAS, the Board of Trustees of Middlesex County STEM Charter School recognizes the importance of school safety and cooperation with local law enforcement; and

WHEREAS, the New Jersey Department of Education (NJDOE) mandates a Memorandum of Agreement (MOA) between the school and local law enforcement agencies; and

WHEREAS, the Board has reviewed the required MOA as presented in [Appendix D](#);

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of Middlesex County STEM Charter School approves the mandated MOA with local law enforcement and authorizes the Chief Education Officer to execute the MOA on behalf of the Board.

Moved by Mrs. Jackie Lewis, seconded by Ms. Tonya Heyward to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE

Absent: Mr. Dave Vitali, Ms. Melissa Corraliza

Resolution 251106.7 is adopted unanimously.

IX. Human Resources

A. New Hires

BE IT RESOLVED, that the Board, upon recommendation by the CEO, approves the hiring of new employees, adjustments in professional responsibilities, pertinent salary allocations, additional stipends, professional development compensation and alumni tutors for the school year of 2025-2026 school years as detailed in the below exhibits attached hereto and made a part of the minutes:

i. New Hires, Renewals & Position/Term Changes for the school year of 2025-2026 as detailed in the exhibit attached hereto and made a part of the minutes.

[Appendix E](#)

ii. Stipends & Bonus for Teachers and staff FY26 [Appendix F](#)

Moved by Ms. Tonya Heyward, seconded by Mr. Anthony Attanasio to approve to approve agenda items XII. A - i through ii.

Roll call: All in Favor

Against: NONE Abstained: NONE

Absent: Mr. Dave Vitali, Ms. Melissa Corraliza

Resolution 251106.8 is adopted unanimously.

B. Employee Bonus

WHEREAS, the Board of Trustees recognizes the dedication and hard work of all staff members at Middlesex County STEM Charter School; and

WHEREAS, the Board desires to provide a bonus to employees in recognition of their contributions, consisting of an additional paycheck to be distributed in two payments, each equal to 50% of a regular paycheck; and

WHEREAS, the first payment will be issued as a Holiday bonus on November 14, 2025, and the second payment will be issued as a Retention bonus to employees who return for the 2026–2027 school year, included in the September 15, 2026 paycheck; and

WHEREAS, in the event an employee who receives either bonus payment subsequently resigns prior to February 1, 2026 for the first payment, or prior to October 1, 2026 for the second payment, for reasons other than medical, the employee may be required to reimburse the School for the amount of the respective payment; and

WHEREAS, the Board has determined that the bonus will be compensated through the proceeds received from the ERC (Employee Retention Credit) funds;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Middlesex County STEM Charter School hereby approves the employee bonus as described above, with each payment equal to 50% of a regular paycheck, to be funded from the School's fund balance.

Moved by Mr. Anthony Attanasio, seconded by Mrs. Jackie Lewis to approve the motion.

Roll call: All in Favor
Against: NONE Abstained: NONE
Absent: Mr. Dave Vitali, Ms. Melissa Corraliza
Resolution 251106.9 is adopted unanimously.

C. Field Trips

BE IT RESOLVED, that the Board hereby approves the field trips listed in [Appendix G](#)

Moved by Ms. Tonya Heyward , seconded by Mr. Anthony Attanasio to approve the motion.

Roll call: All in Favor
Against: NONE Abstained: NONE
Absent: Mr. Dave Vitali, Ms. Melissa Corraliza
Resolution 251106.10 is adopted unanimously.

D. Workshops/Conferences

Approval of the attendance to and costs of the following Workshops/Conferences as requested by faculty members:

WHEREAS, the Faculty listed below will be attending workshops; and

WHEREAS, the attendance at stated functions is accepted as work-related and within the scope of the work responsibilities of the attendee; and

WHEREAS, the attendance at the functions is accepted as promoting delivery of instruction, furthering efficient operation of the school district; and fiscally prudent, and

WHEREAS, the travel and related expenses particular to attendance at these functions are expected to exceed the state travel guidelines established by the Department of Treasury in NJOMB circular letter; be it

RESOLVED, that the board finds the cost of attendance, including all registration fees, and statutorily authorized travel and related expense and the excess expenses particular to attendance at this function as unavoidable, be it

RESOLVED, that the excess is justified and therefore reimbursable.

Employee	Date	Program Name	Location	Cost
Ms. Sara Diwane	November 18, 2025	<i>Culturally Responsive Care Training</i>	1690 Stelton Road, Piscataway, NJ 08854	No registration fee
Ms. Kelly Craig	1 In-person & 6 follow-up sessions: October 29, 2025 November 25, 2025 December 17, 2025 January 21, 2026 February 25, 2026 March 25, 2026	<i>Leaders in Literacy Institute with the Rutgers Center for Literacy Development</i>	Rutgers University & online	\$497

Moved by Ms. Tonya Heyward, seconded by Mr. Anthony Attanasio to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE

Absent: Mr. Dave Vitali, Ms. Melissa Corraliza

Resolution 251106.11 is adopted unanimously.

X. Finance

i. Annual Charter School Fiscal Questionnaire

BE IT RESOLVED, that the Board hereby approves the 2025-2026 Annual Fiscal Questionnaire to be submitted to the NJDOE Office of Charter and Renaissance Schools. [Appendix H](#)

Moved by Mr. Anthony Attanasio, seconded by Ms. Jackie Lewis to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE

Absent: Mr. Dave Vitali, Ms. Melissa Corraliza

Resolution 251106.12 is adopted unanimously.

ii. Monthly Reports

a. Board Secretary & Treasurer's Report

Upon recommendation of the Chief Education Officer, and the Business Administrator, motion to approve the following resolution:

WHEREAS, both the A148 Report of the Secretary and the A149 Report of the Treasurer of School Moneys for the following months are in agreement with the cash balance in the Governmental Funds of **\$2,968,564.37** as of September 30, 2025.

BE IT RESOLVED, that the Reports of the Secretary and the Treasurer of School Moneys be accepted.

b. Board Secretary's Certification of Accounts

Pursuant to N.J.A.C. 6A:23-2.11, I certify that as of September 30, 2025 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

September 30, 2025

Fiona Daubon – Business Administrator

Date

c. Board Certification of Accounts

RESOLVED, that after review of the Secretary's and Treasurer's reports for September 2025 based upon consultation with and representations of the appropriate officials (Secretary, Treasurer, Business Administrator and Chief Education Officer), the Board of Trustees of Middlesex County STEM Charter School has ascertained, to the best of our knowledge and ability, with the information provided, that no major account (Current Expense, Capital Outlay, Debt Service) has been over-expended and that sufficient funds are available to meet the charter's financial obligations for the remainder of the fiscal year, and hereby certifies the charter's financial plan (the budget) as approved is being followed as revealed in the financial.

Moved by Mrs. Jackie Lewis, seconded by Ms. Tonya Heyward to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE

Absent: Mr. Dave Vitali, Ms. Melissa Corraliza

Resolution 251106.13 is adopted unanimously.

d. List of Bills

BE IT RESOLVED, that the Board approves the List of Bills for the periods between September 16, 2025 through to October 31, 2025 in the total amount of \$2,169,200.50
[Appendix I](#)

Moved by Mr. Anthony Attanasio, seconded by Ms. Tonya Heyward to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE

Absent: Mr. Dave Vitali, Ms. Melissa Corraliza

Resolution 251106.14 is adopted unanimously.

XI. Executive Session

Middlesex County STEM Charter School is **called to order for an executive session** at 7:17 PM in accordance with the Sunshine Law, Chapter 321, P.L. 1975..

WHEREAS, the Open Public Meetings Act authorizes Boards of Trustees to meet in executive session under certain circumstances

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session; now therefore,

BE IT RESOLVED by the Middlesex County STEM Charter School Board of Trustees, that it is necessary to meet in executive session to discuss certain items involving such as personnel matters, attorney-client privilege matters, pending litigation, HIB monthly reports, negotiations and other such related matters pursuant to law N.J.S.A. 10:4-12(b).

BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

Moved by Ms. Tonya Heyward, seconded by Mr. Anthony Attanasio to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE

Absent: Mr. Dave Vitali, Ms. Melissa Corraliza

Resolution 251106.15 is adopted unanimously.

XII. FURTHER RESOLVED that the Board of Trustees will return to open session to conduct business at the conclusion of the executive session.

Moved by Ms. Jackie Lewis, seconded by Mr. Anthony Attanasio to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE

Absent: Mr. Dave Vitali, Ms. Melissa Corraliza

Resolution 251106.16 is adopted unanimously.

XIII. Acceptance of HIB Report

BE IT RESOLVED that the Board of Education accepts the HIB report presented in the executive session.

Moved by Ms. Jackie Lewis, seconded by Mr. Anthony Attanasio to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE

Absent: Mr. Dave Vitali, Ms. Melissa Corraliza

Resolution 251106.17 is adopted unanimously.

XIV. Adjournment

Moved by Ms. Jackie Lewis, seconded by Mr. Anthony Attanasio to **adjourn meeting** at 7:23PM.

Roll call: All in Favor

Against: NONE Abstained: NONE

Absent: Mr. Dave Vitali, Ms. Melissa Corraliza

Resolution 251106.18 is adopted unanimously.